****

 **3.1.1 Staff Appraisal Procedure**

RATIONALE

Eketahuna School teaching staff and Principal are all expected to undergo appraisal each year. Appraisal is a key element of teaching practice and is an opportunity for staff to develop professionally and personally in a highly supportive environment.

PURPOSE:

To provide a clearly defined process that meets the requirements set out in the Personnel Policy, and which will encourage all staff to maintain a professional orientation, fostering positive improvement, professional growth and to improve their teaching, thereby improving the quality of children’s learning. Self-review will be an important component of the appraisal process.

1. The Board of Trustees is responsible for ensuring that the process is operating, but

is involved only in the appraisal of the Principal (refer to Principal’s Appraisal Policy).

 2. The Board of Trustees will provide an adequate budget annually, within which

 to operate the process of the Principal’s Appraisal.

 3. The Principal is responsible for the implementation of the appraisal procedure

for all staff.

 4. The online appraisal portfolio’s for all staff are confidential to the appraisee,

 the appraiser and the Principal.

 5. The Principal will report to the Board of Trustees on the operation of the

 appraisal system, but not on individual performance, unless competency

 procedures are being investigated.

 6. Staff will be appraised regularly throughout the year in accordance with an

 ‘Appraisal Timeline’ set each term by the Principal or other as delegated by

 the Principal.

 7. Teachers will be appraised against “Standards for the Teaching Profession”

 and “ Practising Teacher Criteria”

At the end of the year the Principal will meet with staff and discuss evidence collected over the course of the year. The Principal will work with staff to determine next steps in relation to goals and school-wide targets.

At the end of the yearly cycle the Principal will make a decision as to whether the staff member is meeting the requirements of the PTC’s (or is borderline, or is incompetent) and plan for the next step with individual staff. If a staff member is found to be borderline or incompetent a professional development and support programme will be put in place for the staff member to support them to reach the expectations.

Eketahuna School fosters school-wide professional development improvement through a process of formalized review. Our appraisal cycle provides a structure whereby all staff are appraised against their appropriate professional standards, set goals and objectives, measure progress towards these goals and plan professional development to support the achievementof the goals.

Appraisal is linked closely to our school strategic goals and annual targets. Each year our school-wide development goals provide the basis for staff to develop objectives and strategies to guide their own professional learning and development.

Apraisal provides the opportunity for staff to be acknowledged for the work they are doing and to be supported in the setting objectives for improving their performance to enhance the learning and teaching process.

Our appraisal process will meet the following effectiveness criteria:

 Integrates staff development and accountability

 Clear guidelines and structure

 Mutual respect and trust

 On-going and in-depth

 Based on objective and relevant data

 Transparent and confidential (to the appraise, appraiser and Principal)

 Independent from disciplinary aspects

 Resourced with professional development

 An eductive process

 Provides a framework for inquiry to occur TAI

**The Appraisal Cycle**

The following tasks will be ongoing throughout a year following a timeline developed at the

beginning of each new school year and updated termly.

 School Strategic Goals developed

 Staff develop personalised objectives based on teacher as inquirer (TAI)

 Accountability Checklist

 Initial discussion with appraiser (outline the process)

 Classroom observations both formal and informal and data collection

 Review meeting

 Interview (appraiser and appraise)

 Draft report prepared

 Discussion and confirmation of report

 Goal setting for following year discussed

 Attestation confirmed by Principal

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BoT Chairperson Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEXT REVIEW DATE: 2021